

अण्डमान तथा
Andaman And



निकोबार राजपत्र
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अण्डमान तथा निकोबार प्रशासन
Andaman & Nicobar Administration
I fpoky; @ Secretariat

NOTIFICATION

Port Blair, dated the 22nd August, 2014.

No.114/2014/F.No.7-14/2012-Home (PF-III).— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No.14/3/60-ANL dated 11th April, 1960 of the Govt. of India, Ministry of Home Affairs and in supersession of all previous notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the **Group 'C' (Non-Gazetted, Non-Ministerial) posts, of Assistant Sub-Inspector (Sub-Officer), Assistant Sub-Inspector (Mechanic), Head Constable (Leading Fireman) and Head Constable (Mechanic) in the A & N Police Fire Service, Andaman and Nicobar Administration, namely :-**

1. Short Title and Commencement :

- (i) These Rules may be called the Andaman and Nicobar Administration (Police Department) Group 'C', Non- Gazetted posts Recruitment Rules, 2014.
- (ii) They shall come into force on the date of its publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay :

The number of posts, their classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

3. Method of Recruitment, Age Limit, Qualifications etc. :

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedule.

4. Disqualification : No person :-

- i) Who has entered into or contracted a marriage with a person having a spouse living; or
- ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this Rule.

5. Powers to Relax :

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, relax any of the provisions of the rules with respect to any class or category of persons.

6. Saving :

Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By order and in the name of the Lieutenant Governor,
Andaman & Nicobar Islands.

Sd./-
Assistant Secretary (Home)

SCHEDULE - I

1	Name of the post	Assistant Sub-Inspector (Sub-Officer)
2	Number of posts	24 (Twenty four)* 2014 *Subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2800
5	Whether Selection or Non-Selection post ?	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/ absorption/ deputation, grades from which promotion/ deputation/absorption to be made	By 100% promotion from amongst the Leading Fireman (Head Constable) in the Scale of Revised Pay PB – 1 Rs. 5200-20200 + G P Rs. 2400 with 5 years of regular service in the grade subject to having passed the training course prescribed for Leading Fireman and qualify the departmental promotion test as per Rules 5.16 (b) of A & N Police Manual.
12	If a DPC exists, what is its composition?	Group 'C' DPC for Promotion consisting of : 1. DGP - Chairman 2. IGP as nominated by DGP - Member 3. SP as nominated by DGP - Member 4. CFO - Member 5. One Gazetted Officer from another department - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Duties & Responsibilities	Enclosed as ANNEXURE

ANNEXURE
(Schedule)**Assistant Sub-Inspector (Sub-Officer)**
Duties and Responsibilities

1. To be available and keep himself in readiness for any duties at any time he may be called by his superiors to perform and to keep his superiors acquainted with all matters coming to his knowledge affecting either his own Station or the general business of the Fire Service Unit.
2. To obey implicitly all orders of his superiors and extract the strictest obedience and civility from those serving under him; to devote the whole of his time and attention to the Fire Service Department; to set an example to his men by sobriety, cleanliness, promptitude, civility and general attention to his duties.
3. To take charge of and be responsible for the all appliances, stores, equipments etc. issued to his station and submit a report to his superiors as to the correctness or otherwise of such articles taken charge of. He should submit a requisition to his superiors of the requirements of his station as necessary.
4. To see all the appliances and equipments are kept clean and in thorough working order, stowing properly for immediate use at fires and other emergencies without loss of time.
5. To instruct and drill all men under his charge in the use and maintenance of fire appliances and equipments.
6. To hold a muster parade for the inspection of uniform clothing, boats and equipments at least once in a month to see that the men keep themselves and their clothing in clean and good condition and to report shortage, if any, to his superiors. The inspection of uniforms and equipments should be carried out periodically.
7. To ensure that the roll call is conducted at least thrice in twenty four hours and if necessary further surprise checks be made.
8. To ensure the prompt attendance of fire appliance and men. He should conduct surprise turnouts at odd hours every day.
9. To ensure that his station time clock is checked with clock or time signal at least twice a day at proper intervals.
10. To see that the men placed on station duty are properly dressed and acquainted with their duties.
11. To see that the communication system is in proper working order and to send an immediate report to appropriate authority when it is not so.
12. To keep himself and men at all times in readiness to receive any superior officer and to give if required an accurate account of all matters connected with the station under his charge.
13. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

SCHEDULE - II

1	Name of the post	Assistant Sub-Inspector (Mechanic)
2	Number of posts	1 (One)* 2014 *Subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2800
5	Whether Selection or Non-Selection post ?	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	By promotion
11	In case of recruitment by promotion/ absorption/ deputation, grades from which promotion/ deputation/absorption to be made	By 100% promotion from amongst the Head Constable (Mechanic) in the Scale of Revised Pay PB – 1 Rs. 5200-20200 + G P 2400 of A & N Police Fire Service with minimum 5 years of regular service in the grade subject to qualify the departmental promotion test (Written/Trade Test).
12	If a DPC exists, what is its composition?	<u>Group 'C' DPC for Promotion consisting of :</u> 1. DGP - Chairman 2. IGP as nominated by DGP - Member 3. SP as nominated by DGP - Member 4. Mechanical Engineer, STS Workshop - Member 5. CFO - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Duties & Responsibilities	Enclosed as ANNEXURE

ANNEXURE
(Schedule)**Assistant Sub-Inspector (Mechanic)**
Duties and Responsibilities

He is the Second Officer In-Charge of Fire Service Workshop. He is responsible for the efficient management of manpower and maintenance of all Fire Vehicles/Pumps/Equipments etc. in A & N Police Fire Service and to conduct regular inspection of all types of vehicle, pumps and equipments. He should attend inspection for vehicles attached to Fire Stations in inter Islands. He is responsible for timely dispatch of Spare Parts/ Items to Inter Islands Fire Stations and timely sanction advance payment for POL for Inter Islands Fire Stations. He is also responsible for timely get repaired in time bound frame for all Fire Vehicles/ Pumps/ Equipments. He is overall supervision/ responsible of Fire Motor Transport. In addition to the above, he shall perform duties as per the circular, standing order and lawful instruction of superior officers.

SCHEDULE - III

1	Name of the post	Head Constable (Leading Fireman)
2	Number of posts	92 (Ninety Two)* 2014 *Subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400
5	Whether Selection or Non-Selection post ?	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	By promotion
11	In case of recruitment by promotion/ absorption/ deputation, grades from which promotion/ deputation/absorption to be made	By 100% promotion from amongst the Fireman (Police Constable) in the Scale of Revised Pay PB – 1 Rs. 5200-20200 + G P of Rs. 2000 with 5 years of regular service in the grade subject to qualify the departmental promotion test as per Rule 5.16 (b) of A & N Police Manual.
12	If a DPC exists, what is its composition?	Group 'C' DPC for Promotion consisting of : 1. DGP - Chairman 2. IGP as nominated by DGP - Member 3. SP as nominated by DGP - Member 4. Mechanical Engineer, STS Workshop - Member 5. CFO - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Duties & Responsibilities	Enclosed as ANNEXURE

ANNEXURE
(Schedule)**Head Constable (Leading Fireman)**
Duties and Responsibilities

1. To see that the men placed under him on duty are properly dressed and are assigned duties pertaining to the station, fire appliances and such other duties that may be incidental to the efficient working of the station. He shall also be responsible for maintaining the station premises neat and clean, appliances and equipments in neat and efficient working condition and ready for immediate use.
2. To keep his superiors acquainted with all matters coming to his knowledge affecting the Fire Station Staff or the general function of the Fire Service Organization.
3. To see that all equipments, gears etc. are properly accounted for and be responsible for the same. In case of any loss or damage of articles or equipments, uniforms and clothing etc., he shall immediately report to his next senior officer about the same.
4. To keep inventory of all equipments issued to appliances under his charge and report the shortcomings, if any to the Station Officer.
5. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of Superior Officers.

SCHEDULE - IV

1	Name of the post	Head Constable (Mechanic)
2	Number of posts	2 (Two)* 2014 *Subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400
5	Whether Selection or Non-Selection post ?	Not applicable
6	Age limit for direct recruits	18-33 years (Relaxable for five years for Govt. Servants in accordance with the instructions or orders issued by Central Govt.). Note: The crucial date of determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from Candidates
7	Educational and other qualifications required for direct recruits	Essential :- I. 10 th Std. Pass from a recognized Board/ Institution. II. Should possess ITI certificate in Motor Mechanic from a recognized Institute. III. Should have minimum physical standard: Height (Genl. & OBC Category) - 168 cm Height for ST - 160 cm Chest (Normal) Expanded Unexpanded General/OBC - 81 cm - 85 cm ST - 77 cm - 81 cm Weight General/OBC - 50 kg. ST - 47 kg. IV. Should qualify physical measurement and endurance test for appearing trade test and interview. V. Should qualify in the trade test and interview. Desirable:- Two (02) years experience in repair, maintenance and overhauling of diesel/ petrol engine.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	Two (02) years for direct recruitment
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% by promotion, failing which by direct recruitment
11	Grade from which of recruitment by promotion/ deputation/ absorption/ short-term contract/ re-employment is to be made	By promotion from amongst the Assistant Mechanic (Constable) in the Scale of Revised Pay PB – 1 Rs. 5200-20200 + G P 2000 of A & N Police Fire Service with 05 years of regular service in the grade, subject to qualify the departmental promotion test (Written/Trade Test).

12	If a DPC exists, what is its composition?	Group 'C' DPC for Promotion consisting of : 1. IGP as nominated by DGP - Chairman 2. SP as nominated by DGP - Member 3. Mechanical Engineer, STS Workshop - Member 4. CFO - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Duties and Responsibilities	Enclosed as ANNEXURE

ANNEXURE
(Schedule)

Head Constable (Mechanic)
Duties and Responsibilities

1. He shall be responsible for repair of vehicles and equipment as regard to Mechanical components and parts.
2. He shall maintain daily work registered for the job performed on fire vehicle and equipment on daily basis and get it signed by concerned officers.
3. He shall proceed to various fire station situated in different islands when required and when directed by competent authority in connection with repair and maintenance of fire vehicles.
4. To be available at the station to which he is posted while on duties.
5. To addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of Superior Officers.